

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

May 20, 2020

8:30 am

Zoom Meeting

### MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, Curtis Zoller, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson and Lori Johnson, Recorder

Absent: Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		8:30am
1. Final FY21 Equipment Prioritization	Jodi	Jodi sent out the FY21 Prioritized Equipment Request worksheet. <ul style="list-style-type: none"><li>• Priority 1 requests – approx.: \$251k</li><li>• Priority 2 requests – approx.: \$404k</li><li>• Priority 3 requests – approx.: \$278k</li></ul>
2. Fall Semester-Discussion	Brian H	Brian shared a Fall 2020 Faculty Guide with the group. There was no new guidance from the system related to last week's update. There were no changes that would impact faculty guide document that Brian sent out last week. A fall system wide marketing communication was sent out to the marketing departments.
	Justin	Justin had questions from staff on when they could finish up labs. This is unknown yet. Office of Higher Ed is playing a strong roll in this but still unknown. There are two health programs that need to come back this summer. Physical Therapy and Pharmacy Tech.  There may be some CARES Act funding available for programs that need to finish up this summer.
	Brian S	Discussion was held on which students need to file an appeal for grading purposes – Talk to your supervisor.

	Linda	<p>Linda had a question on faculty guide for fall – Will synchronous component be required if class is online? Why does it need to keep synchronous components?</p> <ul style="list-style-type: none"> <li>students are signing up for campus-based courses – retaining synchronous elements will help meet student’s needs.</li> </ul>
	Erin	<p>How will that be implemented when you have a lecture class of 40?</p> <ul style="list-style-type: none"> <li>Possibly add a hyflex component. .</li> </ul> <p>Erin asked how faculty would get approval to offer their classes. They want to keep consistency within the departments.</p> <p>Shannon Jesme sent out a COVID-19 Back to Campus Plan. Faculty had some questions regarding the language in the document regarding screening of students. This language was developed by the system office, department of health and CDC. Some ideas:</p> <ul style="list-style-type: none"> <li>Email students ahead of time – they will be asked if they have symptoms</li> <li>If symptoms – don’t come</li> <li>If they answer yes to any of the 3 screening questions – they must leave.</li> <li>In large classes, it would be hard to ask every student the questions.</li> <li>If everyone has synchronous component there will be “groups” of students with no distancing. Erin thinks the lib arts classes should be online to free up the campus for the students who do need the face-to-face.</li> <li>The media codes will inform the students of what to expect from the classes.</li> <li>Discussion was held on moving all liberal arts classes online – would it hurt us, or would it be to our benefit. <ul style="list-style-type: none"> <li>Our enrollment will take a hit if we move all classes online. They come here because we offer small on-campus classes; 4-year colleges do not.</li> <li>Many of our Lib Arts students are Tech students.</li> <li>The returning students are holding off on registering. The number of new students just coming out of high school are up.</li> <li>ADawn’s students are saying they want in-person classes - not online.</li> </ul> </li> <li>We will have housing for our students this fall. The number of students per unit may be reduced.</li> </ul> <p>Faculty have concerns about how to teach in the fall. It will be hard to prepare when we don’t know what fall will bring.</p> <ul style="list-style-type: none"> <li>Brian said to prepare for the worst and hope for the best. <ul style="list-style-type: none"> <li>Prepare for an online delivery</li> <li>Synchronous zoom meetings will help students learn better than totally online.</li> </ul> </li> </ul>

		<p>Increased test proctoring will be needed on campus for our students.</p> <ul style="list-style-type: none"> <li>• Have had discussions for each campus. <ul style="list-style-type: none"> <li>○ TRF has moved to learning center -they have rooms available for increased testing.</li> <li>○ EGF campus will be using computer lab – installing software to allow for testing.</li> <li>○ Zoom is being allowed for proctoring.</li> <li>○ Maybe get a system-wide proctoring. We need a more economical way to proctor. <ul style="list-style-type: none"> <li>▪ YUJA – an alternative to Proctor U – it is cheaper</li> <li>▪ Respondus Monitor – worked well for nursing – it records each student, flagging some students to look at</li> </ul> </li> <li>○ Some paper and pencil exams are still given and will need face-to-face proctoring available.</li> </ul> </li> </ul>
	Justin	<p>Justin questioned what labs would be doing for fall – healthcare programs may need more sections or limit number of students per section.</p> <ul style="list-style-type: none"> <li>• Class caps may need to be adjusted</li> <li>• Possibly make a competency-based lab</li> <li>• Limiting cohort size</li> </ul> <p>If significant changes need to be made, when will that occur?</p> <ul style="list-style-type: none"> <li>• Brian will work with Jodi to get something out in June.</li> <li>• Facilities will look at square footage of spaces to see how many the rooms can hold with the new distancing guidelines.</li> <li>• May need to have cohorts of 9 and 18</li> </ul>
	Linda	<p>Linda had a question on Fall Faculty Guide document.</p> <ul style="list-style-type: none"> <li>• Work with supervisor when establishing plans for fall term.</li> <li>• Should faculty be working on this over summer?</li> <li>• Personal health of faculty may affect their delivery method and force to move all online.</li> </ul>
	Mike	<p>Mike talked about OCHS. They are trying to align typically low-enrolled classes with the online offerings so if OCHS classes get cancelled, the students would be able to enroll as a PSEO student in the online class.</p>

3. Final FY21 Equipment Prioritization	Jodi	<p>Jodi sent out the FY21 Prioritized Equipment Request Worksheet.</p> <ul style="list-style-type: none"> <li>• Priority 1 requests – approx.: \$251k</li> <li>• Priority 2 requests – approx.: \$404k</li> <li>• Priority 3 requests – approx.: \$278k</li> </ul>
4. Current Year Academic Schedule Status		Current Year Academic Schedule Status:
5. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall – staffing still needed</li> <li>• Spring – FT faculty assignments needed</li> </ul>
6. Faculty Concerns		N/A
7. Campus Specific Items		N/A
<p>8. Next Meeting</p> <p>Agenda for Next Meeting</p>		<p>The next meetings will be held following the System Office updates on July 1<sup>st</sup> and July 31<sup>st</sup>. They will be scheduled Thursday, July 9<sup>th</sup> at 8:30 am and Thursday, August 6<sup>th</sup> at 8:30 am, via Zoom. Lori will send out meeting appointments.</p>
Adjourned		10:00 am